

<div>VACANCY ANNOUNCEMENT</div> <div>横須賀基地空席広報</div>		広報番号 : Announcement No.	CFAY-1200-02-04 (R3)
		募集締切日: Closing Date	15 Apr 04
		発行日: Date of Issue	1 Apr 04
1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LAD <u>3</u>) Guard Supervisor, #3005 受諾可能な下位等級 Acceptable Trainee Level: 3-5 <input type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input checked="" type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander Fleet Activities, Yokosuka Security Detachment, Guard Division (Code 1210C) 勤務場所 Working Place: Yokosuka (CPHQ)		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days <u>週休 2 日</u> 勤務時間・休憩 Work Hours/Recess Period 0745-1630, Mon thru Fri <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel (Relief Duty)			
6.職務内容 Duties Under the immediate supervision of the USFJ Officer-in-Charge, serves as the top Japanese guard supervisor with responsibility encompassing a separate major, USFJ installation, base, or area. Supervises, through subordinate supervisory guards, a large force of guards organized into numerous units engaged in the protection and surveillance of military facilities such as housing areas, posts, etc. In accordance with established guidelines and general instructions, plans the work of the force supervised to carry out protective programs. Assigns personnel to shifts and arranges overall work schedules so as to assure maximum protection. Supervises and controls the issuance of weapons, ammunitions, and supplies. Conducts tours of inspection of the guard force to evaluate their duty performance, appearance, and the degree of adherence to regulations and instructions. Closely investigates irregularities and takes corrective action. Prepares reports with findings and action taken. Recommends to the supervisor measures for providing more effective safeguarding of assigned areas such as improvements in policy, personnel reassignments, training programs, recognition of outstanding guards, etc. Directs and/or conducts training programs. Maintains attendance records, charts, and other records as required. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. Must have 1 year of specialized experience in the same line of work at next lower level. b. Must have an ordinary driver's license (A/T limited is not acceptable). c. Ability to work and drive under a multiplicity of weather conditions to maintain emergency services/security capability. d. Ability to speak, read and write Japanese language at native language level. e. Ability to speak, read and write English at fluent proficiency level (LAD-3). f. Ability to report for duty, 24 hours a day, whether or not public transportation is available g. Ability to have skill in operating office automation hardware and software such as Windows NT, Microsoft Office (Word, Excel, Access and PowerPoint) and Communications. h. Ability to work at any work site and under irregular work schedule. (Yokosuka, Urago, Ikego, Negishi, Koshiba, Hakozaiki, and Tsurumi) *Applicants who does not fully meet the qualification requirements stated above may be considered as a lower grade level as below; 3-5: Must have 1 year of specialized experience in the same line of work at the 3-4.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	
8.提出するもの Application and Associated Documents			職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) ****HRO のウェブサイトにてPDF 形式の様式を入手出来ます。 . http://hro.cnfj.navy.mil *** * <input checked="" type="checkbox"/> 専門職務経歴書 Self-explanation of past work experience, skills and knowledge <input checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not acceptable.) *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English			Ability to work and drive under a multiplicity of weather conditions to maintain emergency services/security capability.
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use	
担当部署／担当者名 Office 横須賀基地司令部マネージメントオフィス 人事管理課 担当： 佐藤・石原 046-816-8148/046-816-8143 DSN 243-8148/8143	〒238-0015 神奈川県横須賀市泊町 1 番地 Box 22 1 banchi Tomari-cho, Yokosuka Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO (Code N132) Box 22 ☎046-816-8153 DSN 243-8153	PD No.: CFAY-1210C-001 PD is accurate and current. Certified by Activity: ts12/22 HROso4/1	

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません Submitted applications will not be returned.